

Canada's Greatest School of Business.

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vol.

Mail Course Catalogue

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C. B.
1813
Fol.





The above Silver Medal is offered each year in June for the best set of books



D. McLACHLAN, the senior member of the firm, principal of the Canada Business College, Chatham, Ont., has had over 31 years' experience in business college work. He established the Chatham school in 1866 and it is to-day the only business college in Canada. In its 28th year without change of management.

D. McLachlan & Co.

H. M. McLachlan, principal of the McLachlan Business University, Grand Rapids, Mich., has had over 13 years' experience in business college work, 9 years of which he has been engaged in building up the reputation of the excellent school over which he now so ably presides.

THE Canada Business College, Chatham, Ont., and the McLachlan Business University, Grand Rapids, Mich., are both run by the firm of D. McLachlan & Co.—the Canadian school for their Canadian patrons and the Grand Rapids school for their American patrons. The student registering at either one of these schools may be graduated at the other without extra charge, where it might be found in his interests, in the way of getting him placed in a good position, to do this.

YOU THEREFORE HAVE YOUR CHOICE OF THE TWO SCHOOLS FOR THE ONE MONEY PAYMENT, and are guaranteed courses of instruction in Commercial and Shorthand work which are not equalled elsewhere in Canada, nor excelled in America for thoroughness.

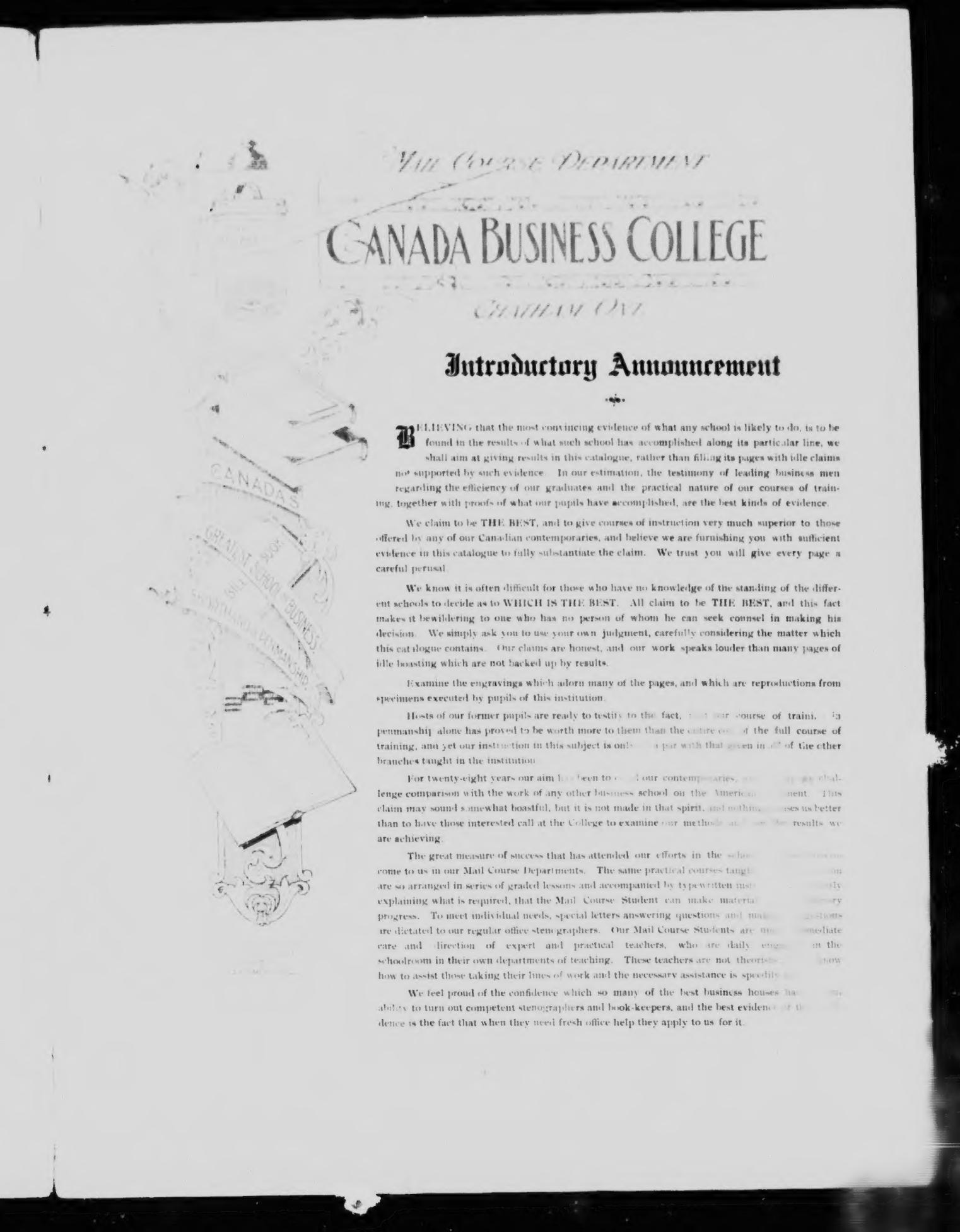
THE RIGHT KIND OF PREPARATION ASSURES YOU OF THE RIGHT KIND OF POSITION when graduated. GET THE BEST. IT IS ALWAYS THE CHEAPEST.

We Aim at Thoroughness

Our General Department
Canada. Division. Dept.
Chatham, Ontario.

This department of our work is for the benefit
of those who cannot leave home to attend school;
also for those who purpose attending with us
later on, and who wish to use their spare time
in the interval in mastering as much of the work
as possible before entering, and thus save consider-
able time and expense after coming.

We can give you instruction at your home in
Bookbinding, Stationery, Penmanship.
Write for particulars to
D. McSallan & Co.
Chatham, Ontario.



The Course Department
CANADA BUSINESS COLLEGE
Champlain Div.

Introductory Announcement

BELIEVING that the most convincing evidence of what any school is likely to do, is to be found in the results of what such school has accomplished along its particular line, we shall aim at giving results in this catalogue, rather than filling its pages with idle claims not supported by such evidence. In our estimation, the testimony of leading business men regarding the efficiency of our graduates and the practical nature of our courses of training, together with proofs of what our pupils have accomplished, are the best kinds of evidence.

We claim to be **THE BEST**, and to give courses of instruction very much superior to those offered by any of our Canadian contemporaries, and believe we are furnishing you with sufficient evidence in this catalogue to fully substantiate the claim. We trust you will give every page a careful perusal.

We know it is often difficult for those who have no knowledge of the standing of the different schools to decide as to **WHICH IS THE BEST**. All claim to be **THE BEST**, and this fact makes it bewildering to one who has no person of whom he can seek counsel in making his decision. We simply ask you to use your own judgment, carefully considering the matter which this catalogue contains. Our claims are honest, and our work speaks louder than many pages of idle boasting which are not backed up by results.

Examine the engravings which adorn many of the pages, and which are reproductions from specimens executed by pupils of this institution.

Hosts of our former pupils are ready to testify to the fact, that our course of training in penmanship alone has proved to be worth more to them than the entire cost of the full course of training, and yet our instruction in this subject is only a part with that given in all of the other branches taught in the institution.

For twenty-eight years our aim has been to equal our contemporaries, and to challenge comparison with the work of any other business school on the American continent. This claim may sound somewhat boastful, but it is not made in that spirit, and nothing assures us better than to have those interested call at the College to examine our methods and the results we are achieving.

The great measure of success that has attended our efforts in the school is due to the fact that we have come to us in our Mail Course Departments. The same practical courses taught in the regular classes are so arranged in series of graded lessons and accompanied by typewritten instructions, clearly explaining what is required, that the Mail Course Student can make material progress every day. To meet individual needs, special letters answering questions and making out bills are dictated to our regular office stenographers. Our Mail Course Students are under immediate care and direction of expert and practical teachers, who are daily engaged in the schoolroom in their own departments of teaching. These teachers are not theorists, but know how to assist those taking their lines of work and the necessary assistance is speedily given.

We feel proud of the confidence which so many of the best business houses have in our ability to turn out competent stenographers and book-keepers, and the best evidence of this confidence is the fact that when they need fresh office help they apply to us for it.

To Public School Teachers.



Years Before we Established a Mail Course Department we were doing Mail Course Work.

We were drawn into it unconsciously in our endeavors to assist those who had decided to take our course, but whose engagements prevented them from commencing with us until a later date, yet whose duties did not fully occupy their time, and who were anxious to utilize their spare moments to the best advantage.

To enable these parties to cover a part of the work at their homes and thus save them considerable time and expense after coming to Chatham, we sent them such material, accompanied by instructions, as we thought they could handle by private study, and in this way a number of them had completely mastered the entire theory courses in Bookkeeping and Shorthand before commencing with us.

Our success with these people prompted us to give the question of LESSONS BY MAIL, still further attention, and we are now in a position to handle all pupils in Shorthand, Bookkeeping, or Penmanship, satisfactorily, whose circumstances may prevent them from coming to Chatham to take advantage of our regular courses.

Our Mail Course is of such an interesting and practical character, that the student need have no fear on the score of dryness or lack of interest, nor yet that he will not be able to handle it. Read some of the testimonials from those who have completed the work, and note how they emphasize the fact that the work is so clearly explained that any person may understand it.

The student is immediately placed in a business office in charge of a set of books, while we represent the business man who transacts all the business, and simply turn over to the student a detailed memo of the transactions so fully illustrated and explained in every step of the work that it is simply impossible for him to get astray if he is paying any attention.

The idea of these lessons by mail is—First, to help those who may not be in a position to commence with us for some months, and yet wish to use their spare time in the interval in mastering as much of the course as they can before coming, and thus shorten the time and lessen the expense necessary to thoroughly master the entire course after they do come. Second—To meet the requirements of those who only wish to prepare for some of the minor positions in business offices, such as Invoker Clerk, Entry Clerk, Bill Clerk, or to fill a position as Assistant Book-keeper. Third—That those who may wish to acquire a free, rapid business hand, and whose means or circumstances prevent them from coming to Chatham, may have an opportunity of doing so, without leaving home.



We teach the business by mail.

THE teacher who intends to follow teaching for his life's work, would be immeasurably benefited by such a course, as he would then be able to teach his pupils these most valuable subjects as one who had a practical knowledge of them and not as one who has a little knowledge of them by theory.

Such a teacher would be worth from \$100 to \$200 more per year to any School Section, and would be a more desirable man in every way in any community. This will of course apply equally to female as well as male teachers.

If you had thoroughly mastered our SHORTHAND COURSE, by MAIL, and in making application for a better position as teacher, than the one you now hold, you were in a position to say, that you could teach the advanced pupils in the school, Shorthand. Do you not think it would add great weight to your application, since Commercial subjects are receiving such marked attention in every High School and Collegiate Institute in the province?

If, besides Bookkeeping and Shorthand you had taken our course of LESSONS IN PENMANSHIP BY MAIL, and were able to write this letter of application in a free business hand, such as the accompanying, do you not think it would be almost certain to secure you the appointment? We think it would, and further, that whenever you say fit to make a change, your services would ever be in demand by the most progressive School Sections in the country, and these are the ones where the highest salaries are paid.

If you intend to remain in the teaching profession, would it not add to your earning power if you were capable of giving practical instruction in Bookkeeping, Shorthand and Penmanship?

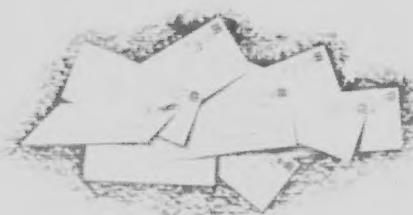
If you do not intend to remain a teacher, the reason would be equally good for commencing now to get ready for something better. We know of no profession that will give you such preliminary results for the same amount of money spent as will Commercial Training.

The Principal of an Ontario town public school writes us as follows:—
I am 28 years old, commenced High School course in January, 1866, attended Model School in 1867, taught school since. My present salary is \$375.00. The only objection I have to teaching is the salary. Mr. _____ whom I met last year and a former pupil of your school, informed me that he was getting \$1,700.00 a year. He and I were old schoolmates in Ireland before he attended your institution. He's getting \$1,700.00 while I am getting \$375.00, and I spent much more time and money in the preparation than he did."

The writer of this letter has made substantial progress as far as the teaching profession will afford. At the expense for living he \$375.00, while the principal of the public school comes in but \$225.00, while his friend, a graduate of this school, saves \$1,700.00. Do you see the point? The graduate at the end of one year is as far ahead as his unfortunate school mate would be at the end of six years.

Public school teachers who took training with us, and took positions within the last year and a half are to-day earning One Thousand and over per annum. Why hesitate when such results are quite common?

We are now in a position to place an unlimited number of qualified stenographers and book-keepers, at wages ranging from \$45 to \$80 per month, and will guarantee to place all who thoroughly qualify.



This is a copy of the original mail address used to us.



THE COURSE DEPARTMENT

CANADA BUSINESS COLLEGE

CHATHAM, ONT.

*Business
DEPARTMENT*

Book-keeping by Mail.

THE 31 years' experience to our credit in Business College work, combined with our 31 years' experience acquired in coming in contact with business men in a business way, has surely enabled us to acquire ideas and introduce methods, giving our students the benefit of results which our contemporaries of less experience could not be expected to give, unless we have been recreant to our trust, and we hardly think that those who are familiar with the forward and progressive position which this institution has always taken will saddle us with this accusation.

When you take our course you profit by this experience. In this training by mail we can easily prepare the student so as to give him first-class qualifications to fill any of the ordinary positions in a business office, or to take charge of the books of the smaller business houses. Should he complete our Mail Course, take our examinations successfully, and afterwards decide to complete our full course in Chatham so as to be prepared for graduation, he would be eligible for starting at such a point in our regular course as his examinations had made him competent for, rather than to begin at the beginning again.

Our General Course in Book-keeping--Inductive Set.

The records are all made from business papers and memoranda that come to the student as he progresses with his work. Every entry made calls for exactly the same detail regarding business papers handled that a book-keeper must comply with in carrying on his work. He receives, and makes the entries in his books from incoming papers, that have all the reality and variety of form and handwriting of the business office, and he must issue all outgoing papers required by the different transactions.

Our Advanced Courses in Book-keeping.

The next set, in our regular series is the Wholesale and Retail Set. This set illustrates the business of a Partnership. In this set a Branch Store is opened with the proper accounts kept in the books of the main store. Many new accounts not included in the Inductive Set are introduced. Special columns are used in nearly all the books of original entry. The latest improved method of keeping the Merchandise Account with separate "Mulse Purchases" and "Mulse Sales" is introduced. Extensive supplementary drills in Opening Partnership Books, Partnership Settlements, Adjustment of Interest between Partners, and in fact every phase of Partnership accounting and book-keeping are given.

Jobbing and Commission Set.

This set presents an excellent drill in handling quantities of Mulse received from other houses to be sold on their account. Special books and accounts are used, the whole presenting an up-to-date office drill in Advanced Book-keeping. Extensive Supplementary Exercises in Joint-Stock Book-keeping are added.

Manufacturing Set.

Our Manufacturing Set meets the needs of many young men who engage their services with manufacturing concerns. A good drill, such as this set provides, enables the student to make rapid progress in office work. Special features, such as Department Accounts, Pay Rolls, etc., make this Department of our Advanced Courses very practical.

**See Our Special Rates to Those Who Take
the Advanced Courses.**



YAN COURSE DEPARTMENT

CANADA BUSINESS COLLEGE

CHATHAM, ONT.

McLachlan's Business Practice.

Our New Method of Teaching Book-keeping.

THIS NEW METHOD, our present system of teaching bookkeeping by actual transactions rather than theoretical work, arranged by the senior member of our firm, is the outgrowth of 30 years' practical experience in college work, and careful study to formulate a plan whereby all the objections heretofore raised against business college graduates could be met and overcome.

His long experience in business matters and practical training eminently fitted him for the task. He reasoned that if the once trained man made a more practical bookkeeper than the college-trained student, there was but one reason for this, other things being equal, and that must be that the young man or woman who learned to do things by doing, rather than from books and theories, made the whole difference. He then set to work to arrange a course, using this as a guide:

*Prepare a course that will teach students how to do business by transacting it.
Teach them how to keep books by keeping them.
Familiarize them with business forms by the constant use of them in business transactions.*

The last three sentences contain the essence of the *New Method*, and give you as good an idea of it as can be put on paper. In order to clearly understand it you must visit us and see it working.

The results obtained by the *New Method* have proved successful beyond the most sanguine expectations of the author. Students who formerly were careless and indifferent, who had never taken an interest in school work of any kind, are now bright and attentive pupils, and are charmed with the course. It places the boy in a position of responsibility and importance that ordinary theory work and old machine methods of actual business never could. It appeals to his manliness, cultivates his business tact, and changes the dron to a worker. We feel safe in predicting that when the striking advantages of the *NEW METHOD* become better known, THE BUSINESS SCHOOL, WHICH CONTINUES TO FOLLOW IN THE OLD RUT, and does not adopt this or some thing devised on a somewhat similar plan NEED NOT EXPECT PATRONAGE.

It is unquestionably the grandest idea ever introduced in connection with business college work, and is bound to supplant the old dry theory methods of teaching the subject.

We are now safe in promising to turn out a more practical book-keeper by the *New Method* in six months, than we could possibly do in ten by the old system. The student learns to do business by doing it, and the work is very fascinating.

To further perfect the system it was felt that two schools under one management, one on either side of the line, would be a great help. This had considerable to do with the purchase of our Grand Rapids school in the fall of 1884.



The Learn by Doing Method.



Shorthand by Mail.

JN what we term our General Course in Shorthand, which covers the entire theory work, our plan is to carry the student through by separate lessons, having him send his work through the mail to us for checking, and at the end of a certain number of these lessons we give him what we call our First Grade Examination, on which, if he takes 80 or more, he is allowed a pass. The lessons on second grade will now follow until second grade work is completed, when the Second Grade Examination will be given, and so on with the third grade and the Third Grade Examination, which completes what may be termed our Text-book course. The student is now ready for Dictation, and it is simply a question of getting some of your friends to read to you while you write the notes in shorthand, and in this way continue your practice until you gain speed sufficient to enable you to fill a position. But where the student's means will allow of it, we would then recommend him to come to Chatham after he completes the Text-book Course for the final work and finishing touches, which are so necessary in the case of the finished Stenographer or Book keeper. If the student cannot do this, there is certainly no good reason why he should not get the speed by the plan suggested, at his home, and if he should decide to do so, we

shall be pleased to map out a plan for him, by which he could follow up speed practice according to the most approved and up-to-date methods, and without any further cost.

Advanced Shorthand Course.

If the student would prefer to continue his work with us rather than follow up his speed practice alone, he could do so through the medium of our Advanced Course, the terms for which appear on page 19.

There is no question in our minds as to what we are capable of doing with the earnest student in any of these subjects.

We do not undertake to teach everything, but what we undertake to do, we will stake our reputation on the results, where we have the hearty co-operation of our pupil in the work.

High Standard for Graduation

Our graduation standard in Shorthand is placed at 125 words per minute for Grade B and 175 words per minute for Grade A diploma, while the majority of business schools graduate at 90 to 100. Our standard is, therefore, higher than that of any other school in the Dominion. To some this is an objection, but when they make a comparison of the remuneration which our pupils command with that which the graduates of other schools receive where they graduate at 80, 90 or 100 words per minute, they see, very often when it is too late, that it would have paid them very much better to have taken a course with us. *Anything that is worth doing is worth doing well.*



This is a view of one of our offices, and shows the kind of training which our students are daily receiving. They are therefore experienced office hands when they are graduated.

MAIL COURSE DEPARTMENT



A REPRESENTATIVE CLASS OF FORTYTHREE WHO HAVE ACCEPTED POSITIONS

We believe we hold the world's school speed record in Typewriting.

We believe we hold the school record, not only of Canada but of the continent, in Typewriting. In June of 1892, in our Model Contest in the Shorthand Department, Miss Bessie Dunkley of Chatham wrote on a No. 2 Remington Typewriter 322 words in three minutes, which, after deducting 10 errors, gave her an average of 100 words per minute.

Miss Dunkley is now Head stenographer with the Michigan Chat Co. of Grand Rapids, Mich.

On the same examination Miss Anna Linsbury wrote 282 words which with 10 errors left her an average of 90 words per minute. This was not made by repeatedly writing a similar sentence composed of small words, as is the case with some of the speed tests which are often tried. But on straight reading matter selected from a magazine, and was entirely new matter to both of them.

Miss Tuckberry has been engaged as Typographer with the Sudler Local Times Co. of this City ever since graduation.

Is our record not the world's school speed record in Shorthand?

We believe we still hold the school speed record of the continent, at least in shorthand, and possibly the world's record.

240 Words per Minute

In a six minute test on entirely new matter. This was made by the late Miss Henderson, of Whitechurch, Huron County, Ont., in June of 1893, and so far as we have been able to learn, has never been approached by any pupil in any other shorthand school on the continent.



ANOTHER REPRESENTATIVE CLASS OF FORTYTHREE WHO HAVE ACCEPTED POSITIONS

Yan Course Department

CANADA BUSINESS COLLEGE

Montreal, Quebec, Canada

OTTAWA, ONT.

It Pays to Get the Best.

Why it Would Pay You to Register With Us.

- 1. Because our courses of instruction stand unrivaled.
- 2. Because your services would be in demand when you were graduated.
- 3. Because the members of our staff are thoroughly competent instructors.
- 4. Because our pupils are commanding higher salaries, and are in greater demand than those of any other business school in Canada.
- 5. Because the student's training is made so pleasant and profitable a period of less than a year afterward has reason to look back to it with pleasing reminiscences.
- 6. We believe we have placed more of our pupils as teachers in other business colleges than any other schools of the kind in Canada, com'g in.

We believe we have placed more of our pupils in the very front rank of American schools of any other business school on the continent, or than at all other business schools in Canada and in the States. Specimens of their work adorn the different pages of this circular, and we invite you to see them.

The graduates of this institution are not to be found among the thousands of men who are seeking employment day in the cities of the United States and Canada, but are filling many of the best positions in the gift of the business public.

Our graduates leave us as practical office hands, not as mere theorists who must spend weeks or perhaps months in an office after leaving college before they can be considered competent to do their work. Those who require this experience after leaving school are not wanted in our office, nor in the army of people looking for employment in lines which they are not equipped for. These are the graduates of schools where the tuition is cheap, instruction poor, and the student is given no tools. Businessmen want office hands who are prepared to do their work from the very first enter the office, without any coaching. Their time is too valuable to spend any time in training you—they leave that for the competent school to do.

OUR TUITION RATES. Our tuition rates, which are given on page 19, may be found higher than those of some other Canadian schools of a similar kind, but we believe we make up for those of any other business school on the continent offering anything like equal advantages.

11. This institution now stands in the very front rank among the leading correspondence schools of the American continent, and, this fact being considered, our rates are very low.

We would like every prospective student to carefully investigate the merits of the different schools and the truth of the above statements. If the statements be false, our school would be unworthy of your patronage; if they be true, you could not, in justice to yourself, take your training elsewhere.



S. N. S. N.

A. M. C. Student
G. L. ChambersG. L. Chambers
G. L. ChambersA. M. C. Student
F. W. W. W. St. R.A. M. C. Student
F. W. W. W. St. R.

Where Some of Our Mail Course Students are Located.

FROM British Columbia, Alberta and Idaho on the west to Newfoundland and the Maritime Provinces on the east - from Saskatchewan on the north to the Bermuda Islands on the south - we have students registered in our Mail Course Departments. We present on this page a group of bright, energetic and ambitious young men and women. Many of them have almost completed courses they have arranged for; others have finished, and all express themselves as more than pleased with the practical and useful training received. The utility of these courses has been clearly demonstrated. There is nothing experimental in our Mail Course curriculum. You will find it to be a natural rule that when a student enters upon any of our courses, his taste for the work in classes and his so pleased that he determines to push on until the advanced work is mastered. The investment is a safe one to make, as the results are fully listing.

Please carefully the evidence of these students here submitted. The original letters, etc., genuine and with many others are on file in this office for the inspection of those who may wish to see them.

Dear Sirs: - I would like to thank you for the opportunity you give to my son, of Mail Course, to receive a good education at a very low cost. I am sending you a copy of his report card, which shows his progress in the course.

Very truly yours, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am now working in a law office. I am keeping as far as I have gone in the course, and I am doing well. I am sure that many young men or women will appreciate the opportunity to take courses, especially law office work.

Very truly yours, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am now working in a law office. I am keeping as far as I have gone in the course, and I am doing well. I am sure that many young men or women will appreciate the opportunity to take courses, especially law office work.

Very truly yours, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am now working in a law office. I am keeping as far as I have gone in the course, and I am doing well. I am sure that many young men or women will appreciate the opportunity to take courses, especially law office work.

Very truly yours, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am doing well. I am well satisfied with our method of teaching. Your M. C. system offers an excellent opportunity for those who desire to enter college.

Yours truly, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am doing well. I am well satisfied with our method of teaching. Your M. C. system offers an excellent opportunity for those who desire to enter college.

Yours truly, M. S.

Dear Sirs: - As one of your Mail Course students, I am a graduate, and I am doing well. I am well satisfied with our method of teaching. Your M. C. system offers an excellent opportunity for those who desire to enter college.

Yours truly, M. S.

Dear Sirs: - I am a graduate of your Mail Course, and I am doing well. I am well satisfied with our method of teaching. Your M. C. system offers an excellent opportunity for those who desire to enter college.

Yours truly,



C. C. S. S. S.
C. C. S. S. S.



Z. A. CULLIN
Prin. and Prof. St. P. P. Co.
College, Nelson, B.C.



G. C. BOWLEY
Cashier, A. R. Hopper & Co.
Bankers, Victoria
N. W. T.



S. H. SUTER
Conf. Teacher, International
Conf., Fort Way, U. S.



G. GARDINER
F. S. C. W. S. M.



F. J. L. LIVY
F. J. L. LIVY



T. ROUST
F. S. C. W. S. M.

Former Mail Course Students Now at Work.

Do you know of any other Mail Course School that presents you with such evidence of what they have done for the many Canadian students they say they have? We believe they have the number they claim to have, but what have they to show for it in the way of RESULTS? We have never seen photos of their Canadian pupils placed in high grade, or any kind of positions. The reason is obvious. They do not possess the facilities for imparting anything but a book work education—if you can call such attempts at teaching an education. They have no institution where the final, individual completeness and finish can be given, provided the student wishes to push further on and train for high class work. We believe that our courses, as studied at home under our personal guidance, qualify every persevering student to improve greatly on his present position, while at the same time we assert that if such a student will endeavor to attend our school here for his final training that the result will be satisfactory beyond expectation. The success of these young people is positive proof of what we say.

One of the largest correspondence schools on the continent claims to have 500 students in our locality, a large percentage of them commercial students. We presume the claim is correct, but we do not know of a single student who has taken commercial training with them, who has been placed in a business position or is capable of holding one.

We do not claim to teach a host of subjects, but do teach the Commercial Subjects, such as Bookkeeping, Shorthand and Penmanship in such a manner as cannot but produce the most satisfactory results.

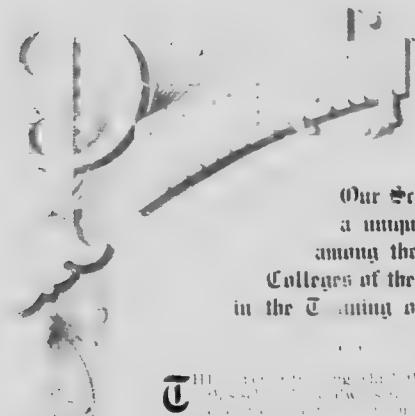
**Twenty-eight years without change of management is our record.
It is not of the here-to-day-and-away-morrow class.**

In the 12 months ending June 30, 1900, 250 were placed.
In the 12 months ending June 30, 1901, 304 were placed.
In the 12 months ending June 30, 1902, 360 were placed.
In the 12 months ending June 30, 1903, 346 were placed.
In the 12 months ending June 30, 1904, 373 were placed.

The salaries of those placed last year averaged \$600 per annum; some of them commanding over \$1000. Many former students are now earning from \$250 to \$1000 per annum.

No other business school in Canada gets such results. Notice how the number of students placed have increased each year.

When you are graduated from an institution with an established standing, such as this institution has, your services are in demand by the business public. **YOU GET THE PREPARATION AND YOU GET THE POSITION WHEN YOU ARE READY.**



**Our School holds
a unique position
among the Business
Colleges of the Continent
in the Training of Penmen.**

THE present training of the students of the business schools of the world is not to be compared with that of the past. The schools of to-day are not only better equipped, but are also more numerous. The result of this is that the general standard of business training is much higher than it was in the past. The business schools of to-day are not only better equipped, but are also more numerous. The result of this is that the general standard of business training is much higher than it was in the past.

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Geo. Thomson, Teacher of penmanship, Acme Bus. Coll., Seattle, Wash.
Gordon Malott, pen artist with Peninsula Engraving Co., Detroit, Mich.

The above take place in the front rank of America's best penmen and designers.

Here are a number of others who rank almost equally high - A. H. Ross, Penman, Albany, Bus. Coll., Albany, N. Y.; H. C. Beattie, assistant editor Western Penman and teacher of penmanship, Cedar Rapid Bus. Coll., Cedar Rapids, Ia.; T. L. Stiles, penman and proprietor International Bus. Coll., Fort Wayne, Ind.; Henry Thomson, late penman International Bus. Coll., Bay City, Mich., now of Seattle, Wash.; A. J. Galbraith, assistant penman this institution; W. J. Elliott, penman and proprietor Central Bus. Coll., Stratford, Ont.; R. L. Gallagher, penman and proprietor Forest City Bus. Coll., London, Ont.; A. E. Birch, penman, Metropol. Bus. Coll., Detroit, Mich.; Thomas Thomson, pen artist and designer with Marine & Land, Seattle, Wash.; W. T. Lewis, teacher penmanship, Bass Bus. Coll., Portsmouth, N. H.; L. Wells, assistant penman to this institution; Charles Coats, Secy. Treas. Richards Pipe Soap Co., W. S. Webster, Ont.; S. A. Hale, late penman and designer, Detroit, Mich.; W. G. Godwin, in mining operations, N. N. Hutchinson, Co., in mining operations, Waukegan, Mich.; H. L. Honey, penman, Big Rapids Business College; A. McElroy, penman, Bliss Business College, Columbus, Ohio.

These with many others which space will not permit to mention, go to show that we are with exception, success in preparing young men for writing executive positions in this line.

We have done more demands made upon us than we could supply during the past year, for graduates who excelled in Penmanship.

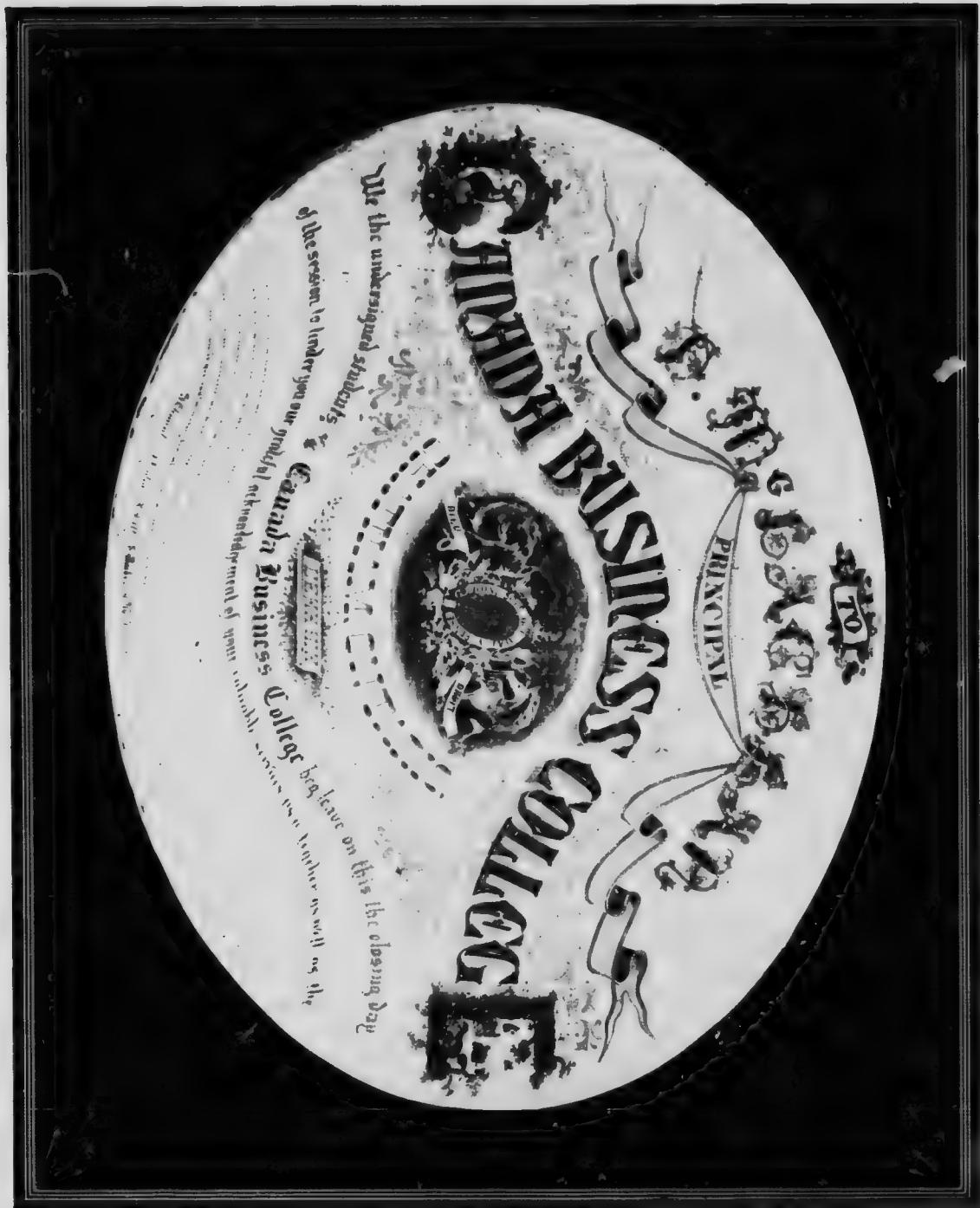
We have turned out more first class penmen, and have done more to interest the public in this most useful branch of education than all other Canadian Business Colleges combined. The reputation which we have won in this connection is almost world wide. Many of our pupils today stand in the front rank of America's best penmen.

This subject is included in the branches taught in our college, and no extra charge made for it.

The demands made upon us now for penmen by other business schools are so great, and so many that it is a matter of surprise to some people that we have not more classes with the time available. There are 2500 stations, or schools in this line in the States, and 1000 in Canada, and 1000 in the foreign business subjects and shorthand in executive, 280, 300, and 320 are quite common. We are well prepared for such service, and in some of the best schools in the country.



1908



Mail Course Department

CANADA BUSINESS COLLEGE

Chatham, Ont.

Questions Such as are Here Given

are very frequently asked us and will likely prove interesting to the prospective Mail Course student. We have also supplied the answers.

QUESTION Can thorough courses of instruction be given by mail in Book-keeping, Short-hand and Penmanship?

Answer Most assuredly they can. We will stake our reputation on the results, where the student of even ordinary ability takes any of our courses, applies himself diligently to the work and does his part honestly and perseveringly.

Ques. Can as thorough courses of instruction be given by mail as could be given to the student were he in regular attendance?

Ans. With the ordinary student who might be lacking in perseverance, we could not undertake to give such a one as thorough training by mail as we could give to him were he under our daily supervision in this institution. **WE WOULD NOT BE DEALING HONESTLY WITH HIM WERE WE TO SAY WE COULD.** Not because our courses by mail are lacking in the slightest, as we believe there is nothing superior to them on the Continent, and perhaps nothing equal to them, but simply because it would be unreasonable to expect that any course of instruction given at long range, can be as effective as that given to the student who is in continued personal contact with the different members of our staff and has an opportunity of doing business with his fellow students in this institution as well as those of our Grand Rapids School. We are engaged in the Mail Course work to stay in it, and are determined to win the confidence of the business and general public through the merits of our work alone.

We believe that as soon as the merits of our Mail Course become better known, we will have thousands of students where we now have hundreds, and five years hence this institution will hold first place among the Correspondence Schools of this Continent.

Our reputation as business instructors covers a period of thirty-two years, and the student who gets his instruction by mail, or whose circumstances will allow him to come to Chatham, may rest assured that he is getting the best that Canada can give; and we believe no other Correspondence or Business School on the Continent can offer any better. We have every confidence in our ability to fully support these statements, and can furnish most convincing facts to uphold them.

Ques. Does a person require to have a good education before he can take up either Book-keeping or Shorthand by mail?

Ans. The student who can speak or write good English, and can spell well, is well qualified to commence the study of Shorthand. Add to these the knowledge of Arithmetic up to, and including Interest and Discount, and such student would be well prepared to commence the study of Book-keeping.

In the case of Penmanship, no special previous preparation is necessary.

Ques. How long does it take the average student to complete the General Course in Book-keeping or Shorthand?

Ans. Much depends upon the student's educational qualifications when he enters upon the work, the time he may devote to it daily, and his ability and aptness in taking it up. The usual time is from three to six months where the student spends from 1 to 1½ hours at it daily.

Ques. How much would be saved by the student who might take up the General Course in Book-keeping or Shorthand at his home and then go to Chatham to complete the course? How much would such student save as compared with the one who might go to Chatham to cover the same work there?

Ans. The saving would range from \$20 to \$40 after allowing for the cost of the work by mail. To the student who would be able to complete the portion of the General Course represented by the Mail Course, in two months' time if in attendance, to such student it would mean a saving of \$30 had he mastered the work in spare moments at his home before coming. The saving is made where the parties are earning good money in some other employment and simply use their spare moments in this way.

If the student has no other employment whereby he is earning good money, it would not pay him to wait for the slower process of taking the course by mail; as the student in attendance will cover the ground easily in one third of the time that the same student could cover such work by mail. That being the case it would pay him much better to get through the course or courses as quickly as possible and get into a position worth \$40 or \$60 per month where he would soon earn back the cost of his entire expenses, and the time that would be saved by this plan would enable him to take a position, earn his entire expenses perhaps two or three times over, before the Mail Course student could get ready to accept one.



Here is Our Plan

WHEN the student reaches a certain point in his Shorthand work, and is capable of taking dictation even at a slow rate, we give him training in taking business letters from dictation, which pass between the different Wholesale Concerns with whom the students in the Actual Business Department are dealing, and the students themselves. This work comes to them in the shape of letters soliciting orders, billing sending orders for goods, and letters accompanying orders filled also the writing up of legal forms, such as Articles of Co-partnership, Leases, Deeds, Mortgages, Assignments of Mortgages, Discharges of Mortgages, Power of Attorney, and many other forms too numerous to mention, which occur in the "Learning to do by doing" department of our business school. That is the Practical Department of our business school furnishes practical experience for our Shorthand students, and forms a part of every Shorthander's training, while he is acquiring the necessary speed to make his services valuable in a business office. This training being along practical lines, and being gained largely through the writing of letters to be used in a business way, it will be readily understood that such training must be of much more benefit to the the student when he enters the business world later on, than training in the writing of letters only that have no business importance attached to them.

This page is particularly addressed to those Mail Course Students whose circumstances will allow them to come to Chatham for final training and graduation.

The accompanying cuts illustrate some of the methods in use in the Standard Department of our Business and Shorthand Courses, and will give an idea of the advantages to be derived from taking and training with us at Chatham, under our direct supervision. Coming to Chatham is an opportunity of becoming better acquainted with the student, and of giving him the benefit of our personal knowledge of his progress. We are, therefore, in a position to recommend a Standard Course.

Many of those who had taken Max's course were deeply interested in the work of the great masters of the new work, especially in the work of the painter, Paul Cézanne.

The training at Chatham can be said to be the best that can possibly be made, and it goes without saying, that the best is the best. The men who are trained there are not only the best in the navy, but are better than the one who is competitor.

Take for instance, the other work in connection with our Banking, Wholesale and Agency Offices. This work could not possibly be given through the medium of any correspondence course. Again, take the final training given to our shorthand pupils in our own private office. It would be impossible to give my Mail Course Student work which would take the place of this student training under our direct supervision.

One Man's Cross-Dig Attraction is particularly suited to those who are engaged in one other way, not wish to partly therewith moments at profit of for other work.

It is particularly well suited to those who are anxious to take the course later on at Chelmsford, and who are desirous of getting the course as far as possible before there is a break of a week from \$5 to \$10 in the long walk to other appointments by mail before coming back.

Final Test

"With such a comprehensive trapping in the line of trapping out such an amount of correspondence, so many species as a together with the trapping data in the Principal, it is of great interest to the author to record the results of his testing the various creatures are experienced taxonomist, while a few species are most difficult to identify, the fusus, however, that have tested them are ready to hearth upon further examination.

BEAR IN MIND that in getting your training from the Institute, either the high or the medium, of our Mail Course Department, through studying what you are getting the best that Civilization can offer, and this continent can offer, is better.





THE COURSE DEPARTMENT OF CANADA BUSINESS COLLEGE GENERAL BUSINESS TRAINING CHANAN, ONT.

To Those who are Poorly Educated.

JOUR EDUCATION DEFICIENT? Have you not a desire to improve it? Is your ignorance the result of wasted opportunities, or were such opportunities never within your reach?

Does your ambition not lead you to something beyond the common drudgery of every day life?

Are your means so limited as to make it appear an utter impossibility ever to reach anything higher than the position you now hold?

Could you not by exercising a little economy save from \$10 to \$20 from your earnings which would be a sufficient sum to put you through any of our General Mail Courses in Bookkeeping, Shorthand or Penmanship. You would then be in a better position to take care of your own affairs and improve on your present earning power. Our course of training is particularly suited to those whose education is deficient, and who may wish to make amends for early neglect or loss of opportunities.

In our Mail Courses every student works on his own responsibility.

We offer every facility to those who are anxious to improve themselves, and shall always do all in our power to make their efforts a source of life long benefit to them, and time and money thus spent and profitably invested.

To Parents

Parents give your sons and daughters a chance. A business education will be worth more to them than a legacy, as the latter may take wings through mismanagement, misplaced confidence, or some trusted friend or solicitor, or perhaps the "coming elements." It is a bank account that acts miraculously. The larger the demands you make upon it, the greater will be the balance to your credit. The drafts will give the drawer experience, and the greater your experience the more highly will your services be valued.

Parents should provide this enduring legacy for their sons and daughters. You can make no better investment for them, one that will be a source of greater satisfaction, pleasure and profit to them. No period of depression can affect the value of it. No adverse circumstances can deprive them of it. It will remain with them as long as strength and reason are left. Even should financial difficulties overtake the possessor, it is one of the assets that is beyond the reach of creditors, and is a standing capital with which the holder can commence again in an honorable way in a good position and *start the next man the dirt*.

One Hundred Young Ladies Employed in Business Offices now, where One was Employed Twenty Years ago.

Each succeeding year finds us with a larger registration of young ladies. In certain lines of office work they are preferred, rather than young men, by many business houses, and the wages they command are highly satisfactory.

Many young ladies receive from fifteen to twenty dollars per week, as bookkeepers and stenographers in leading business houses in the larger cities, while a few receive as high as thirty dollars per week.

We know of no line of employment where, with so small an outlay of time and money, a young lady can so quickly qualify for commanding a good position as in the line of commercial work.

THE NEW CONSTITUTION OF THE
UNITED STATES. PAPER AND CORRESPONDENCE,
1774-1789. VOLUME I. GRAMMAR, PIONEERSHIP.

A Choice of Two Schools.

10. I do not know of any other place where I could go to get a change of
11. clothes or to get a bed in this institution or The M. I. in
12. the city of Grand Rapids, Mich. In the event of my release
13. I would like to go to the city of Grand Rapids, Mich. I do not know of any place
14. where I could go to get a change of clothes or a bed if I were released without
15. any money.

It is generally understood that the author of this letter to the *Philadelphia Gazette* was a member of the Society of Friends, and that he was a Quaker. The author of the letter to the *Philadelphia Gazette* was a Quaker.

The scope of business practice is very wide, and it is not limited to the exchange of goods. It includes the exchange of services, the exchange of ideas, the exchange of information, and the exchange of knowledge. It also includes the exchange of goods, the exchange of services, the exchange of ideas, the exchange of information, and the exchange of knowledge.

Intercommunication Work

Our intercommunion work—one of the strongest features of our connection with the affiliation of the two schools. It gives an excellent opportunity for the students of the two schools to meet, and showing how far the laws of the two countries will apply in the settlement of differences between the pupils of the two institutions. This kind of intercommunion is particularly important in a city like Atlanta, in the two institutions, and the student meets him in a business way, gets a knowledge of and familiarity with them, and looks knowledge of their work will have given him.

The volume of business of exchanges is between two institutions will be in proportion to the size of each other. The factor engaged in it is the time taken to complete the business of Drafting, Exchange, Customs, Papers, Duties, Shipping, Commission, Correspondence and all other points which would arise in the actual work. The only difference between our work and that of the outside business world is that no real money value passes between the parties. In every other respect it is as real and the results are as easily looked after.

At Paris to Attend the Best.



Mail Course Department Canada Business College

Chatham, Ontario.

Book-keeping

GENERAL COURSE which fits the student for taking charge of the books of any ordinary business house, or trust as assistant in a large Wholesale House or Manufacturing Establishment.

This course, including Text Books, Forms, and a complete set of Blank Books, will cost \$10.00, payable in three payments of \$3.33 each.

HOW THE FEES ARE PAYABLE

The fees may be paid on the three payment plan, or all cash in advance, there being a discount of 10% allowed to the student accepting the cash terms.

TO THE STUDENT TAKING BOOK-KEEPING alone and wishing to pay on the three payment plan, the terms would be as follows — \$3.33 to cover the first payment on tuition which is \$10, and books \$2.00. Another payment of \$3 would be due when one-third of the course is completed, and the third and last payment of \$3 when two-thirds of the work is finished.

IF THE STUDENT WISHES TO ACCEPT THE CASH TERMS, a single cash payment of \$10 covers the entire cost including books.

Advanced or Expert Book-keeping

After mastering our General Course, there is nothing to hinder the progressive student from qualifying as an expert by taking the following sets:

AN ADVANCED SET, involving use of Cash Book, Bill Book, Invoice and Sales Books as principal books, and having several partners.

This course, in advance, will cost \$15.00, payable in three payments of \$5.00 each. Complete set Blank Books and Forms, in advance, will cost \$2.00.

COMMISSION SET for Shipping and Consigning Business, in advance, will cost \$10.00. Complete set Blank Books and Forms, in advance, will cost \$2.00.

MANUFACTURING SET for use of Factory, Mill and Department Books. Keeping. This course, in advance, will cost \$15.00, payable in three payments of \$5.00 each. Complete set Blank Books and Forms, in advance, will cost \$2.00.

To those who desire to register at one time for the **GENERAL** and **ADVANCED** Courses in book-keeping, the cost, in advance, will be \$25.00, or a saving of \$5 over separate registration.

Complete set Blank Books and Forms and Text, in advance, will cost \$15.00, or a saving of \$5 over separate registration, and a total saving of \$5 for the Complete Course by cash payment.

Shorthand General Course

Graham System, the choice of a great many American Court and Congressional reporters, full set of lessons in advance, will cost \$10.00. Isaac Pitman System, the standard English system, and one used in Ontario High Schools and Collegiate Institutes.

Text book, **The Manual Reporter**, will cost \$1.00. The cost of instruction in either of these systems \$1.00.

TO THE STUDENT TAKING SHORTHAND ALONE, the terms would be the same as for book-keeping, except the first payment, which would be \$1.00 instead of \$7.50, as the cost of the Shorthand lessons is only \$1.00. The second and third payments would be \$1 each, when one-third and two-thirds of the work are completed.

Students wishing to register for Shorthand on the cash basis could send a single cash payment of \$10.

Expert or Advanced Shorthand

Complete and thorough instruction in Reporting work \$15.00

Payable in three payments of \$5 each, or all in advance. \$15.00

The complete **GENERAL** and **ADVANCED** Courses, if arranged and paid for in advance \$25.00

Penmanship

A GENERAL COURSE OF PENMANSHIP, consisting of Movements and Drills in Rapid Muscular Exercises, a complete course in itself.

The cost of full instruction, examination and criticism of all lessons is \$10.00, which may be paid in three payments of \$3.33 and \$3, or a single cash payment of \$10.

If taken on the installment plan, the first payment of \$3 is made when the student registers, the second payment of \$3 when one-third of the work is completed, and the last payment of \$3 when two-thirds of the ground is covered. There is no expense for books in this course.

Ques. — Is there any saving where two or more courses are taken at the same time?
Ans. — If two or three courses are arranged for at the same time, a discount of 10% will be allowed off the gross cost, and a further discount of 10%.

If two or three courses be taken consecutively, a discount of 10% will be allowed off the cost of each subsequent course, and a further discount of 10% for cash.

TO THE STUDENT TAKING BOTH THE BOOK-KEEPING AND SHORTHAND COURSES at the same time, the cost would be \$25.00 for tuition, and \$10 for books, a total of \$35.00 payable as follows: if taken on the three-payment plan — the first payment would cover one-third the cost of tuition which would be \$8.33, with the cost of books for both courses \$5, a total of \$13 to be paid at time of registration.

The second payment of \$8.33 would be due when one-third of the work is completed and the third and last payment of \$8.33 when two-thirds of the work is completed.

A single cash payment of \$35.00 would cover the cost of both of these courses including the books.

PENMANSHIP AND SHORTHAND COMBINED would cost \$20.00 for tuition, and \$10 for shorthand lessons, a total of \$30.00. If taken on the three-payment plan the terms would be:

1st payment \$10, when the student registers, which would include the cost of Lessons, 2nd payment \$10, when one-third of the work of the double course is completed, 3rd and last payment of \$10 when two-thirds of the work of the combined course is completed.

CASH PLANS — A single cash payment of \$35.00 would cover the cost of both courses including the set of Lessons.

PENMANSHIP AND BOOK-KEEPING COMBINED would cost \$30.00 for tuition and \$20.00 for books, a total of \$50.00. If taken on the three payment plan the terms would be: 1st payment of \$10 when the student registers, which would include the cost of books.

2nd and 3rd payments would be the same amount, \$16.67 each, and payable under same conditions as in Penmanship and Shorthand combined.

CASH PLAN — A single cash payment of \$50.00 would cover the cost of both courses including the books.

BUSINESS PENMANSHIP AND SHORTHAND COMBINED — If these three subjects are arranged for at one time, the cost would be for tuition \$10, with the books costing \$1 extra, a total of \$11, in all.

This may be paid in three payments of \$3.33 each, with an additional \$1 to accompany the first payment, to cover the cost of the books, or a total of \$10 to be paid when the student registers. The second payment of \$3 to be made when one-third of the work is completed, and the third and last payment of \$3 when two-thirds of the work is completed.

IF THE STUDENT PREFERENCES TO PAY CASH, a single cash payment of \$35.00 would cover the cost of the three courses and the books.

A very liberal rebate of 10% of tuition, which the Mail Course student has paid, is allowed those who may take our Mail Course, and who may afterwards decide to attend at Chatham for further preparation, or any individual who is a student we also allow railway fare up to \$5, which is the limit of the allowance.

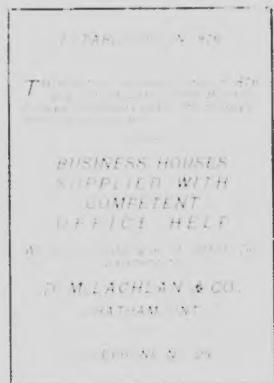
Again, should a student accept to pay terms on any of these courses and not be able to complete the work of such course or courses before he is ready to commence at Chatham, he would be allowed the full amount and the value of the unused portion at the same rate as he was charged for it when in session, or all the amount of the value of the portion of the work which he has completed.

You will see by this, that we are very liberal and very liberal, and fairly with all of those who take up this work.

D. McClellan.

Mail Course Department.

M. McClellan.



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It is recommended to show no trifling delay in sending in this catalogue to be despatched and the late hours of our publics have been submitted and you may be assured that we have been engaged in the most diligent course and will be soon certifying nothing to be done and not to be found in any storey house and all on the Queen's continent get an answer within two days and this is the gift of the business but not the expense.

It is right for any person to send his best regards when you receive this catalogue and not be interested with the business standing of the people who are offering and to know and test our course of instruction and business and no other or doing much?

Yours have always with one wills regarding the thorough and practical nature of the course of instruction given.

It pays to go to the best.

The Central Business College
Chatham, Ont.
1000

Yours sincerely
D. McClellan

1. Mail Course Department
Canada. Business College
Chatham, Ontario.

Course taken in qualifying the improved and better Saving methods of keeping accounts. The distinctive features in writing a Journal as a special book, using the Day Book, General Book, Sales Book and Cash Book, as books of original entry and posting therefore, is fully treated. In our teaching Theory and Practice are combined in such a manner as to make each an essential help to the other. In this Debit and Credit Business if a student the student occupies in turn every post, now known to the personnel of commerce from Shipping-clerk to Capitalist. Now as Book-keeper or Accountant he is again a gentleman or a book-keeper and in turn a Merchant Book-Cashier, Banker, Manager, etc, in actual pursuit of the business, attached each position!

Address.

John G. Smith

CHATHAM, ONT

